

Create a Set-off Claim

Process

[SET-OFF PROCESSING](#)

Effective Date

08/16/2005

Purpose

The Create a Set-off Claim task provides specific instructions on how to create a new set-off claim for your agency. Once registered with TAX, your agency must add claims on-line or submit claims to TAX by batch via the EESMC for the claims to be matched to available funds. You may add claims anytime throughout the participating year. The following Special Notes and Procedure will assist you in creating a set-off claim on-line.

Special Notes

- Only Set-off Agency Representatives can perform this task and are only allowed to create a claim for their own agency.
- A **Set-off Agency** is an entity that participates in the Set-off program and provides claims to TAX.
- A **Claim** is a liability owed to a Set-off Agency by a debtor who exists in IRMS.
- Claims are created on-line or by batch. This task does not address how to create a claim using the batch process. Entities are given the following agency priority for matching available funds to debts:
 1. Department of Taxation
 2. Child Support Enforcement, Department of Social Services
 3. State Agencies, State Boards, State Authorities and Courts
 4. Counties, Cities, Towns, County Authorities, City Authorities and Local Departments of Social Services
NOTE: Claims submitted by these entities are offered funds based on the order which valid claims are received.
 5. Internal Revenue Service

Procedure

Responsibility

Set-off Agency Representative

Steps

1. Access the [Maintain Claims Information](#) window from the Set-off menu in IRMS.
2. Enter the debtor's External ID (FEIN or SSN) and External ID Type.
3. Enter your "Agency Number".
4. Click FIND to search for the debtor's name and your agency.
 - A. If IRMS displays the name and the Agency Number the debtor is already known to TAX, go to Step 5.

B. If the debtor's name is not found, verify the name and re-enter as necessary.

NOTE: You cannot create a claim if the debtor is not registered as a taxpayer with TAX in IRMS.

5. Enter the claim information.

6. Save the entry by clicking SAVE.

NOTE: A unique number, the Claim Number, is assigned to the claim and used for all further processing on the claim.

7. Record the Claim Number in your records for future reference.

8. If you have additional claims to create, repeat Steps 1-7.

9. Follow your agency's Policies and Procedures for documenting for future reference.

Published Date

12/10/2015